PROPOSAL FORM

The Library Council of Washington is looking for your help in identifying broad priorities and initiatives for the use of federal Library Services and Technology Act (LSTA) funds to meet the statewide and regional needs and opportunities of the library community. Please note that this process will not be used to fund grant requests to individual libraries.

Proposal name   Amount of LSTA funding proposed:

_____   _____

Library, group, or person submitting proposal (primary sponsor) _____

Library Name, if different _____

Contact Person _____Title _____

Address _____

City _____ Zip _____

Telephone _____ Fax _____ Email _____

Other Proposal Sponsors (Names of libraries, groups or individuals involved in developing this proposal, acting in support of this proposal, or endorsing the proposal)

_____

_____

_____

_____

Briefly describe the proposal (50 words or less):

Briefly describe why funding of this proposal is important to the Washington library community (50 words or less):

General Information

Proposal name _____ (from coversheet)

Which library types are intended as the primary beneficiaries of this proposal? (check all that apply)
_____ Academic (private and public two-year and four-year academic institutions)
_____ Public (libraries organized under RCW 27.12)
_____ School (private and public K-12 schools)
_____ Special (business and industry, law, medical, other government, tribal, other)
                                    If other, specify: _____

Scope/geographic coverage of the proposal?
_____ Statewide
_____ Less than statewide, name the area or region? _____
_____ (name the city, county, region or other identifiable area)

The intended beneficiary of the proposal? (check the primary beneficiary)
_____ Library staff
_____ Library users or potential library users
_____ A specific group of staff or users, or a potential user group, name the target audience(s)?

_____(e.g.
children, adults, disadvantaged, remote access library users, unserved community members,
reference staff, IT staff, students)

Estimated number of persons served by this proposal? _____

Federal LSTA goals addressed by this proposal? (check all that apply)
_____ Establishing or enhancing electronic linkages among or between libraries.
_____ Electronically linking libraries with educational, social, or information services.
_____ Assisting libraries in accessing information through electronic networks.
_____ Encouraging libraries in different areas and encouraging different types of libraries to
establish consortia and share resources.
_____ Paying costs for libraries to acquire or share computer systems and telecommunications
technologies.
_____ Targeting library and information services to persons having difficulty using a library and to
underserved urban and rural communities, including children (from birth through age 17) from families
with incomes below the poverty line.

Washington State Statewide Plan goal addressed by this objective? (check all that apply)

_____ Together, the library community in Washington will work to increase the ability of the people of Washington to learn how to use and access integrated online resources and services on a 24-hour basis

_____ Together, the library community in Washington will work to increase the appreciation, support and awareness of library resources and services

_____ Together, the library community in Washington will work to increase the ability of the people of Washington to have access to library resources and services in all areas of the state

_____ Together, the library community in Washington will work to ensure that libraries of Washington have resources and services that meet the needs of all segments of their communities

This project is intended to provide:

_____ a direct service to libraries and/or their customers

_____ a support service for libraries and their staff

Anticipated length of time that the proposal will use LSTA funding? _____ (List number of years; note that most projects are from one year to four years in length; projects that exceed this length of time will need to transition to other funding sources)

The use of LSTA funds are intended to support:

_____ A short-term project that will cease when LSTA funding is stopped.

_____ A long-term program that will transition to another funding source after LSTA funding support ceases. The intended long-term funding source for this project is: _____

_____

Provide a response to each section and bulleted item. Please limit your response to approximately two pages per section, or five to ten pages for the entire proposal. Use the attached forms where indicated.

1. Proposal – What do you want to do?

- Project description
  An overview of the project proposed for funding.
- Project goals/desired outcomes
  A description of the overall goals that this project will address. What results are expected from implementation of this project?

2. Analysis – Why do you want to do it?

- Current situation and need
  Describe the specific situation as it now exists, the extent of the need and how the project will meet those needs.
- Benefit/impact
  A statement of why this project is important to do. How does this project further statewide plans? What benefits might it provide to the population served or to the state as a whole?
- Relationship to LSTA
  How does this project address Designing Our Future 2002 – 2007, the Statewide Plan for Washington Libraries? How does it fit in with the six priorities in the LSTA legislation?
- Risk
  An analysis of the types of risks that may adversely affect the proposed project. Is there adequate personnel to handle the project? Is the proposed solution compatible with other solutions? If technology, is it a proven technology which is compatible to existing technology? Are there political risks to this project? An honest assessment of potential risks which could affect the success of the project.
- Sustainability
  LSTA funding is intended as short-term project support, not exceeding three to four years in duration. LSTA funding is not intended as ongoing long-term support. Identify the intended length of the project and if long-term, discuss how this project or activity will be sustained after LSTA funding ends?

3. Implementation – How should the project be done?

- Project scope/work plan/ essential tasks
  What are the major tasks that will be completed as part of this project? Provide short answers in an outline or bullet format. Detailed descriptions are not needed or desired. If desired, use the attached work plan format, attachment A, to organize the essential tasks and timeline..
- Timeline
  A basic timeline for the major steps and activities in the project. In addition, this includes a comment about additional years expected for the project.
- Project staffing
  What method will be used for completing the work. Washington State Library staff could be assigned to complete the work or the work could be completed utilizing a professional services contract or an agreement with another library, agency, or organization. If work through an outside entity is utilized, the Washington State Library is still responsible for the proper use of federal funds. In these cases, a staff person will be assigned to provide oversight and act as liaison to the project.

- Budget
    How will the funding be spent? What is your estimated budget for the project. If the project will take place over more than one year, costs for multiple years are estimated in this section. Use attachment B, the "budget for FY2003", to summarize the funding requested in the first year of the project. Use attachment C, the "budget summary for additional project years", to summarize anticipated needs in other project years.

4. Evaluation – How will you determine if the project was successful?
- Assessment/measurement
    What is the plan to evaluate the project? How will the success of the project be measured? Where possible, give specific measures of project success. What specific measurement or evaluation tools will be used?
- Deliverables
    What is the end result of the project? Will a report be produced? Will training be offered to library staff? Will grants be awarded to successful applicants?
- Dissemination and sharing of project results
    How should the results of the project be shared with the library community? Possible methods include, but are limited to, development of web pages, presentations or panel discussions at conferences, and articles developed for publication in newsletters or library journals.